BI Tools for Report Consumers

Generating a Report in Financial Reporting Center

2. When Single Sign On displays, enter Active Directory User Name and Password, click Login, click Home button if you see nothing
3. Select Financial Reporting Center

4. In Search field, enter General Ledger, click search, select General Ledger Account Details Report from All

5. Click General Ledger Account Details Report, it will state report output is not available
6. If report has had parameters set and been scheduled, skip to Step #11
7. To schedule this report to run, click the Schedule button
8. In **Basic Options**, enter the following report parameters:
   a. **Data Access Set**: UCSD
   b. **Ledger or Ledger Set**: UCSD
   c. **Ledger Currency**: USD- US Dollar
   d. **Currency Type**: Total
   e. **Balance Type**: Actual
   f. **From Accounting Period**: May-20
   g. **To Accounting Period**: May-20

9. Click **Submit**
10. In the **Confirmation** dialog box, click **OK**
11. Select the **Home** icon, select **Tools>Scheduled Processes**
12. In **Overview** page, locate your report, select, and click **Refresh** icon, until **Status** changes from **Running** to **Succeeded**

13. Select the **Succeeded** link, in the **Information** dialog box, click **OK**


15. The **General Ledger Report/Oracle BI Publisher** page will display, select **Actions** gear icon

16. Select desired **Output** format, select **Excel>Export**
17. Open downloaded Excel file, select **Enable Editing**
   a. If this dialog box displays, select Excel format, click OK

![Opening General Ledger General Ledger Report.xlsx](image)

18. Select **Sheet 2** to view **General Ledger Account Details Report** for parameters and selected period

![General Ledger Account Details Report](image)

**Generating a Financial Report in Enterprise Performance Management**

1. On Oracle **Home** page, click **Financial Reporting Center**
2. On **Financial Reporting Center** page, click the **Tasks** button, select **Open Workspace for Financial Reports**
3. Enterprise Performance Management System Workspace (EPM Workspace) displays
4. Select Navigate>Applications and BI Catalog

5. Oracle BI Catalog page will populate
6. In Folders, select Shared Folders>Custom>Financials
7. In Trial Balance Pilot, click Open
BI Tools for Report Consumers

8. This report was created from Financial Reporting Center Oracle BI tool
9. The report view displays two reporting parameters, Accounting Period and Entity

10. The following steps are provided to demonstrate setting Accounting Period and Entity
11. Select the Accounting Period button
12. In the Preview User Point of View dialog box, expand Accounting Period>2020>Qtr4-20>Apr-20, then select Apr-20, click OK
13. In the **Entity** selection box, select **16150 -Chief Financial Officer**

![Oracle Trial Balance Image](image)

14. **Trial Balance** summary for the **Chief Financial Officer Entity** in **April 2020 period** will populate

![Oracle Trial Balance Image](image)
15. To view **Travel and Transit** expense amount for the **Entity** in **April 2020**, drill down from **5000AA-Expense** account to the lowest level of **536000 Travel-In-State** account

16. In **April 2020**, total $350 expense in **Travel-In-State** account is booked

17. You can export the report results to **Excel**, **Word**, or **PowerPoint**, for this exercise, select **File>Export>Excel** to export to **Excel**
18. Depending on your **Browser** and **Excel** settings, the dialog box may display, select **OK**, or open downloaded file.

19. **Excel** output report displays, each sheet will display a different VC area.
BI Tools for Report Consumers

Receivables to Ledger Reconciliation Report

1. On Oracle Home page, click Tools and select Reports and Analytics
2. In Reports and Analytics page, click All Folders, move onto a lower folder level by selecting folder link Shared Folders>Financials > Receivables> Receivables to Ledger Reconciliation> Receivables to Ledger Reconciliation Report
3. The Receivables to Ledger Reconciliation Report dashboard will display
4. Select the report

5. In Ledger, select UCSD and in Requester Name select AR_TO_GL_RU_050410.
6. Select Apply
7. Displays Receivables to Ledger Reconciliation Report, this report allows you to pull the report requested by specific requester

8. Select Print or Export, select Export to view the report results